

External Portal – DLA Energy Convergence Job Aid

AMPS Process for CAC Users With @dla.mil E-Mail Address



Effective August 2012



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Introduction

Purpose:

Defense Logistics Agency's (DLA) **Account Management and Provisioning System** (AMPS) has been designed to automate the processes involved in the creation and maintenance of user accounts. This process includes the access request, creation and maintenance of the account. The goal of the system is to enhance the efficiency of the account request and maintenance processes by minimizing the amount of human intervention required.

AMPS provides:

- Automated account request process
- Efficient processing of new and departing employees and contractors
- Enhanced user control of acquired roles
- User ability to check on the status of existing in-process account requests
- Enhanced Supervisor capabilities to better manage subordinate application access
- An automated approval process resulting in enhanced productivity for Supervisors, Data Owners and Security Officers
- Centralized access control for Security Officers. Security Officers can adjust user access to coincide with changes in user IT Level

Business Scenario:

This job aid provides instructions on how to submit a request via AMPS to gain access to the DLA Enterprise External Business Portal (EEBP)

Audience:

This job aid is intended for Common Access Card (CAC) users WITH an @dla.mil e-mail address who need to access the EEBP to perform the following DLA Energy Convergence roles:

Note: This job aid is only for specifically identified DLA personnel

- **Customer Direct Order Processor** – Users that place Customer Direct Sales Orders for their authorized Petroleum DoDAAC(s).
- **Into-Stock Order Processor** – Business Partners that place Into-Stock (Inventory Resupply) Orders for their authorized Petroleum DoDAAC(s).
- **Delivery Locations Conditions Maintainer** – Users that maintain customer location and delivery data for their authorized Petroleum location/ material DoDAAC(s).
- **Line of Accounting (LOA) Maintainer/Viewer** – Users that maintain and/or view Line(s) of Accounting for their authorized Aerospace and Petroleum billing DoDAAC(s).
- **Planning Collaborator** – Users that collaborate with the DLA Energy Demand Plan for their authorized Petroleum items/ locations
- **Report Viewer** – Users that have the ability to view and download sales and inventory reports for external organizations and systems
- **Service Control Point (SCP) Report Viewer** – Service Control Point Personnel that have the ability to view and download sales and inventory reports for external organizations and systems

**Additional Information:**

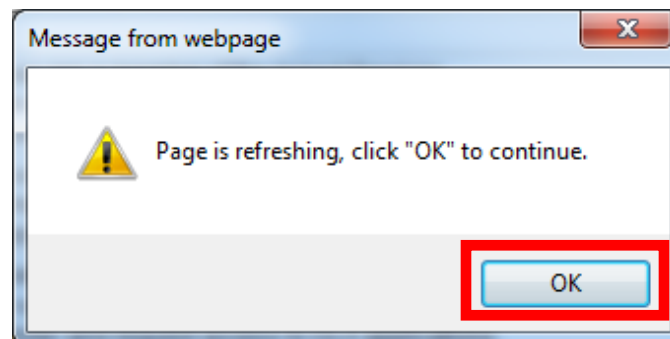
The following information will be needed to complete the AMPS process:

- Information Assurance training completion date
- DoDAAC information
- Contract number, contract expiration date **Contractors only

**About the AMPS User Interface**

As you navigate through the AMPS pages, you will click various radio buttons and checkboxes and select items from list boxes. In most cases, these choices will cause the current AMPS page to refresh with your choices. If you try to proceed to another field in a form before the page has had time to refresh, you will see the following error message:

Click the '**OK**' button in the error message box to close the error message and allow AMPS to continue to refresh the page.



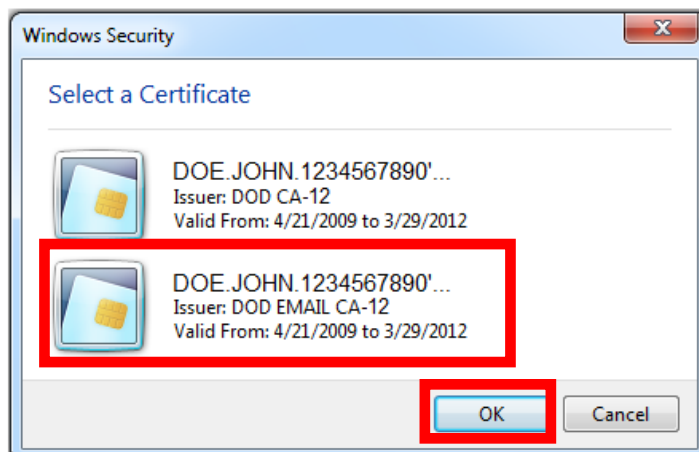
AMPS Error Message



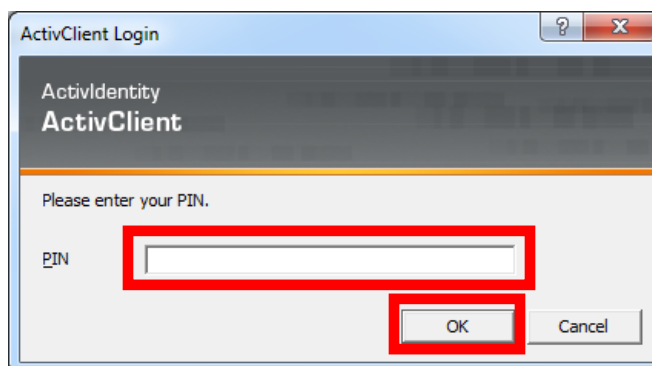
Steps

I. Launching AMPS

- Launch AMPS by typing the URL **https://amps.dla.mil** into your web browser
- You will be prompted to select a certificate
- Select the **DOD EMAIL** certificate
- Click the '**OK**' button

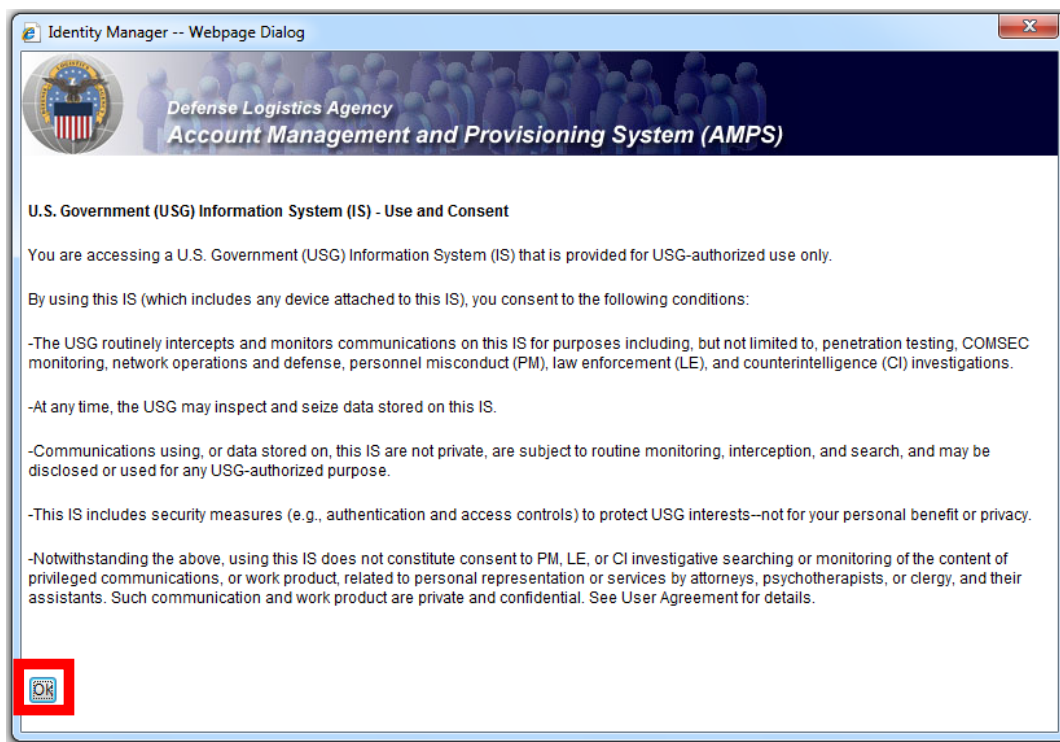


- If prompted, enter your PIN
- Click '**OK**'





- g. When the *U.S. Government (USG) Information System (IS) – Use and Consent* screen loads, click the '**OK**' button to agree with the use and consent requirements and move to the AMPS homepage



U.S. Government Information System (IS) – Use and Consent Screen



II. Applying for an Enterprise External Business Portal Role

In order to access any of the applications managed and provisioned by AMPS, you must apply for a role related to the application.

- a. The AMPS Homepage will display. Click the '**Request Role**' link

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome John . Please select from one of the following options.

Attention:

AMPS Corner Application Roles Admin Roles Direct Reports

AMPS News:
Page Last Refreshed at: 08/22/2012 13:53:16 EDT
AMPS Version 12.0.2 (IDM 8.1.0.7)
Your Next Scheduled Revalidation Date is: 10/12/2012

Main

Request or Update Access to an Application **Request Role**
Request Removal of Your Access to an Application Remove Role
Update Your AMPS Profile Update AMPS Profile
Need Some Guidance? Look at the Job Aids View Job Aids

AMPS Homepage

A list of Organization Groups will be displayed.

- b. Select the '**DLA Enterprise Applications**' radio button
- c. Click the '**Next**' button

Note: This list of applications changes constantly and this screen may not look the same

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Note: Each Application Group has a list of applications that belong to that particular group. For example, EBS, PDML, and CRM are enterprise applications and will therefore be under the "DLA Enterprise Applications"

Select the Group With the Application You Are Requesting

Organization Group	Description
<input checked="" type="radio"/> DLA Enterprise Applications	All DLA Enterprise Applications that include EBS/BSM, MEBS (Mapping Enterprise Business System), Fusion Center, CRM, PDML, EAGLE, etc.
<input type="radio"/> Energy Applications	All Applications that Provision Energy/Fuels/DESC Systems
<input type="radio"/> DSCR Applications	All Defense Supply Center Richmond (DSCR) Local Applications
<input type="radio"/> NOSC Applications	All Network Operations And Security Center (NOSC) Applications
<input type="radio"/> AMPS Administrative	AMPS Administrative Roles that includes approver roles such as Supervisors, Security Managers, etc. and AMPS utility roles to view AMPS reports, etc.

Next Cancel

Application Organization Group List Request Form Screen



- d. You will be prompted to choose the application for which you are requesting access. Select the '**BSM**' radio button
- e. Click the '**Next**' button

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Note: Applications determine what roles will be displayed for this request.

For Which Application Are You Requesting Access?

Application	Description
<input checked="" type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> CFMS	Common Food Management System
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CRM	DLA Customer Relationship Management
<input type="radio"/> CSWS	PDMD Customer Service Web Site
<input type="radio"/> DISP	DLA Disposition Services Applications
<input type="radio"/> DORRA-DW	DORRA-DW Applications
<input type="radio"/> EAGLE-Global	Employee Activity Guide for Labor Entry (Global)
<input type="radio"/> EAGLE-Site	Employee Activity Guide for Labor Entry (Site)
<input type="radio"/> EPROC	EProcurement
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MBRT	Manual Bidset Request Tracker
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> NSN-RCVRY	NSN Error Recovery Application
<input type="radio"/> PDMI	Product Data Management Initiative
<input type="radio"/> RDT	Restricted Data Tracker
<input type="radio"/> SCRAT	Supply Chain Risk Analysis Tool

Back Next Cancel

Application List Request Form Screen

- f. You will be prompted to choose an environment for which you require access. Select the '**Production**' radio button
- g. Click the '**Next**' button



The screenshot shows the 'Application Access Request Form Wizard' for the Defense Logistics Agency's Account Management and Provisioning System (AMPS). The title is 'In Which Environment Do You Require Access?'. There are two radio buttons: 'Development' and 'Production'. The 'Production' button is selected and highlighted with a red box. Below the buttons, a message states 'Page will refresh after an item is selected.' At the bottom, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

Environment Request Form Screen

- h. You will be prompted to choose the sub-category for which you are requesting access. Select the '**Default**' radio button
- i. Click the '**Next**' button

The screenshot shows the 'Application Access Request Form Wizard' for the Defense Logistics Agency's Account Management and Provisioning System (AMPS). The title is 'For Which Sub Category Are You Requesting Access?'. A 'Please Note' section explains that the default option gives a list of all job roles available through AMPS. Below the note, there is a list of sub-categories with radio buttons: 'Support', 'Default', 'Procurement', 'Sustainment', 'Real-Property', 'Planning', 'Reporting', 'Finance', 'Order Fulfillment', and 'Tech/Quality'. The 'Default' button is selected and highlighted with a red box. Below the list, a message states 'Page will refresh after an item is selected.' At the bottom, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.


Sub-Category Screen

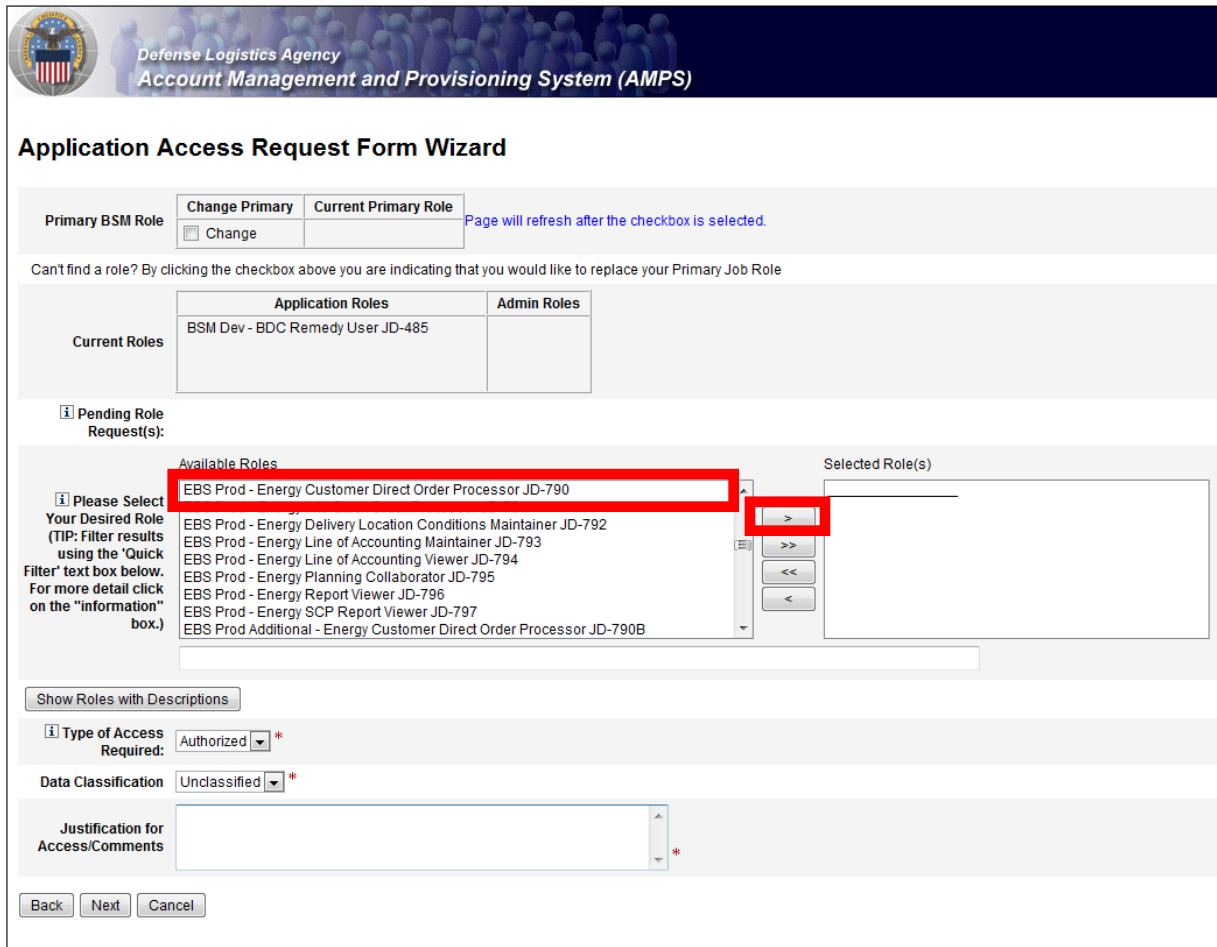


- j. AMPS will display the roles available to you for the selected application and sub-category. To see the description of the roles, click **'Show Roles with Descriptions'**. Return to the original form by clicking **'Hide Descriptions'**.
- k. Select only ONE of the following **Energy PRIMARY ROLES**:
- EBS Prod - Energy Customer Direct Order Processor JD-790
 - EBS Prod - Energy Into-Stock Order Processor JD-791
 - EBS Prod - Energy Delivery Location Conditions Maintainer JD-792
 - EBS Prod - Energy Line of Accounting Maintainer JD-793
 - EBS Prod - Energy Line of Accounting Viewer JD-794
 - EBS Prod - Energy Planning Collaborator JD-795
 - EBS Prod - Energy Report Viewer JD-796
 - EBS Prod - Energy SCP Report Viewer JD-797
- l. Once the PRIMARY ROLE has been approved, select only ONE of the following **Energy BOLT-ON ROLES**:
- EBS Prod Additional- Energy Customer Direct Order Processor JD-790B
 - EBS Prod Additional - Energy Into-Stock Order Processor JD-791B
 - EBS Prod Additional - Energy Delivery Location Conditions Maintainer JD-792B
 - EBS Prod Additional - Energy Line of Accounting Maintainer JD-793B
 - EBS Prod Additional - Energy Line of Accounting Viewer JD-794B
 - EBS Prod Additional - Energy Planning Collaborator JD-795B
 - EBS Prod Additional - Energy Report Viewer JD-796B
 - EBS Prod Additional - Energy SCP Report Viewer JD-797B

Note: All users are required to request ONE of the “Primary Roles”. In cases where a user has responsibilities for more than one functionality, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” one-by-one without waiting for each one to be approved.



- m. Select your desired role from the list and click the  button to move the role to the list on the right



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Primary BSM Role ☐ Change Primary ☐ Current Primary Role ☐ Change Page will refresh after the checkbox is selected.

Can't find a role? By clicking the checkbox above you are indicating that you would like to replace your Primary Job Role

Current Roles	Application Roles	Admin Roles
	BSM Dev - BDC Remedy User JD-485	

Pending Role Request(s):

Available Roles

- EBS Prod - Energy Customer Direct Order Processor JD-790
- EBS Prod - Energy Delivery Location Conditions Maintainer JD-792
- EBS Prod - Energy Line of Accounting Maintainer JD-793
- EBS Prod - Energy Line of Accounting Viewer JD-794
- EBS Prod - Energy Planning Collaborator JD-795
- EBS Prod - Energy Report Viewer JD-796
- EBS Prod - Energy SCP Report Viewer JD-797
- EBS Prod Additional - Energy Customer Direct Order Processor JD-790B

Selected Role(s)

Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' text box below. For more detail click on the "information" box.)

Show Roles with Descriptions

Type of Access Required: Authorized *

Data Classification: Unclassified *


Justification for Access/Comments

Back Next Cancel

Screen with List of Available Roles

- n. Select '**Authorized**' from the **Type of Access Required** drop-down box
- o. Select '**Unclassified**' from the **Data Classification** drop-down box
- p. To continue with the role request, type a justification for the request in the **Justification for Access/Comments** field. This is a required field. For example, enter "JD required to access needed application"
- q. Then click the '**Next**' button



 **Defense Logistics Agency**
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Primary BSM Role Page will refresh after the checkbox is selected.
☐ Change

Can't find a role? By clicking the checkbox above you are indicating that you would like to replace your Primary Job Role

Current Roles	Application Roles	Admin Roles
	BSM Dev - BDC Remedy User JD-485	

Pending Role Request(s):

Available Roles

Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' text box below. For more detail click on the "information" box.)

- EBS Prod - Energy Info-Stock Order Processor JD-791
- EBS Prod - Energy Delivery Location Conditions Maintainer JD-792
- EBS Prod - Energy Line of Accounting Maintainer JD-793
- EBS Prod - Energy Line of Accounting Viewer JD-794
- EBS Prod - Energy Planning Collaborator JD-795
- EBS Prod - Energy Report Viewer JD-796
- EBS Prod - Energy SCP Report Viewer JD-797
- EBS Prod Additional - Energy Customer Direct Order Processor JD-790B
- EBS Prod Additional - Energy Info-Stock Order Processor JD-791B

Selected Role(s)

EBS Prod - Energy Customer Direct Order Processor JD-790


Type of Access Required: *

Data Classification: *

Justification for Access/Comments

Screen Displaying Role Request Justification

- r. An information screen will display. This information screen lists the authority and rules under which information is collected and used. Click the **'Next'** button to continue

 **Defense Logistics Agency**
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Authority: 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).

Principle Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notices/dla>.

Submission Date Wednesday, August 22, 2012 1:58:30 PM EDT

AMPS Information Screen



- s. You will be prompted to select an **Organization**. Select '**DLA Energy**' from the first dropdown list
- t. Select '**Not Applicable**' from the second dropdown list
- u. Click the '**Next**' button

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Note: The selection of your organization is very important because it determines the Security Office and the Information Assurance Office that your request will be routed to. Selecting the incorrect organization may cause your request to be rejected.

Select Your Organization

Top:Users:DLADefense Logistics Agency Headquarters
Defense Logistics Agency Headquarters
Page will refresh after each item is selected.

DLA Energy *Not Applicable*

Type	Approver's Name
Security Officers	Mary Dalton (FWI9002) Robert Caldwell (RDI0015) Anna Homan (RMM1415)
IA Officers	Yvette Coleman (FHZ0210) Mary Dalton (FWI9002) Patty Walker (RJ60140) Athena Wood (RJ60230)

Back **Next** Cancel

Organization Screen

- v. AMPS will open a page to collect contact and additional pertinent information. Some of the fields will be pre-populated based on your profile. Check to verify that all the information is correct and complete any blank fields that are required

Note: Fields with a red asterisk (*) are required

- w. Click the '**Next**' button



- y. Completing the **DoDAAC(s)** information box is REQUIRED in order to set up your account. List the DoDAACs for which you are requesting access
- z. Click the '**Next**' button

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Optional Information

Note: This Application Requires that you enter DODAAC information in the provided field

Optional Information

DoDAAC(s)

Back Next Cancel

Optional Information Screen

- aa. AMPS will open a screen to validate information about your Direct Supervisor. Ensure the information listed is correct or check the box next to **Change Your Supervisor** to select another supervisor
- bb. Click the '**Next**' button



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Please Verify, Change or Add Your Supervisor Information Below

☒ Change Your Supervisor

[Page will refresh after box is checked.](#)

Supervisor Last Name *

Supervisor First Name *

Supervisor Email Address

Supervisor Phone Number

Screen to Validate Direct Supervisor's Information

- cc. AMPS will open a page to display the *Terms and Conditions and Non-Disclosure Agreement*. Read the *User Acceptance Statement* and the *Non-Disclosure Statement*
- dd. Click the '**I Agree**' checkbox to indicate that you agree to the Terms and Conditions whereby the information about you is collected and that you are satisfied with the protection provided by the Non-Disclosure Agreement
- ee. Click the '**Next**' button



The screenshot shows the 'Application Access Request Form Wizard' for the Defense Logistics Agency's Account Management and Provisioning System (AMPS). The title bar reads 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. The main heading is 'Application Access Request Form Wizard'. Below this is a section titled 'Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement'. It includes a checkbox labeled 'I agree' which is checked. To the right of the checkbox is a text area labeled 'User Acceptance Statement' containing the following text: 'I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.' Below the text area is a 'Submission Date' field showing 'Wednesday, August 22, 2012 1:58:30 PM EDT'. At the bottom are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

Terms and Conditions and Non-Disclosure Agreement Screen

- ff. Error messages will display if there is any missing information in your request. To eliminate the error messages, use the '**Back**' button at the bottom of the page (do not use the internet browser Back button) to go back to the screens where the information was omitted. Once you have filled in all of the missing information continue with your request

In the example below, fields were left blank, resulting in the errors listed

- gg. Click the '**Next**' button



Screen Displaying Error Messages

- hh. The *Inbox Item Edit* screen will display and lists the System Authorization Access Request (SAAR) number for your request, the name of the application, and the role for which you have applied
- ii. Click the **'Submit'** button to transmit the finished request. This will start the review process and return you to the *AMPS Homepage*

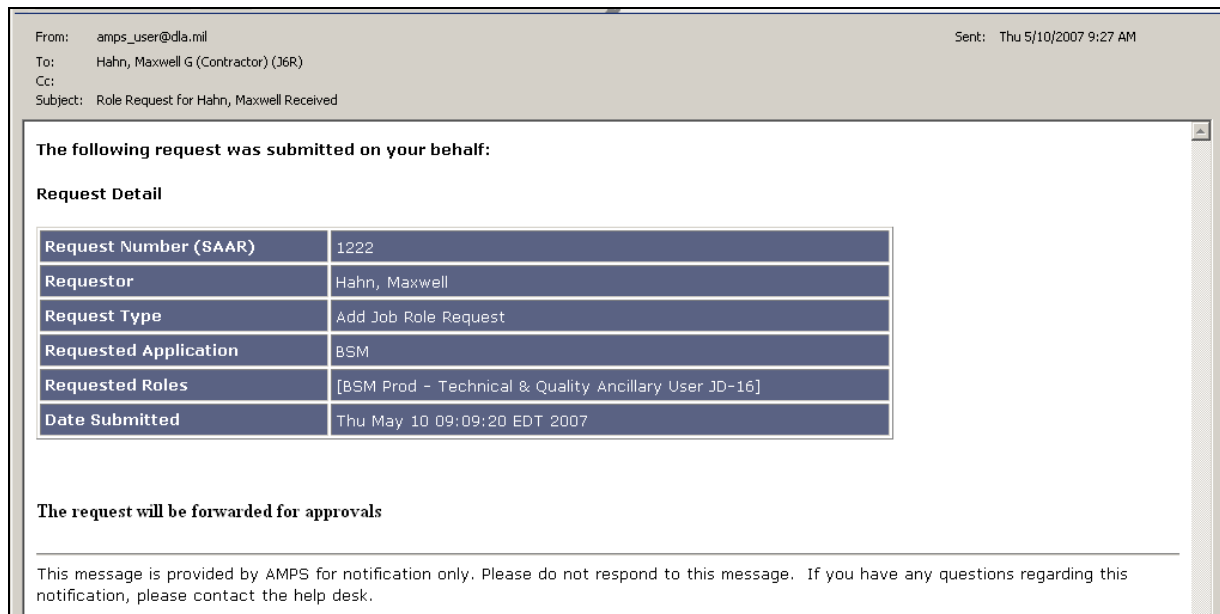
Note: If you do not click the **'Submit'** button, your SAAR will not be forwarded for approval.

Inbox Item Edit Screen



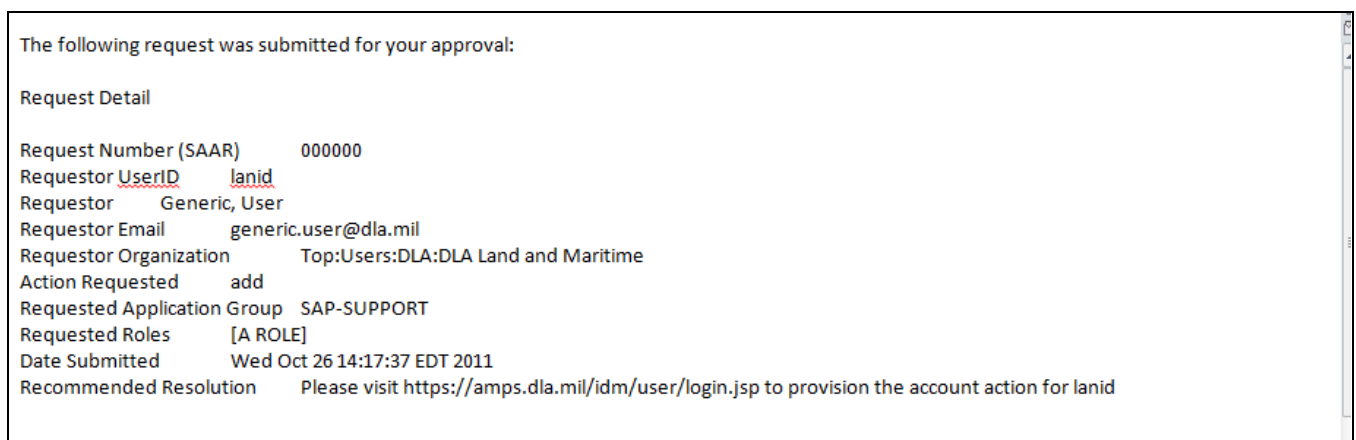
III. Role Processing and Approval

- a. After your role request has been submitted, AMPS will send you an e-mail listing your SAAR #, requested application and role. Below is an example of the e-mail you will receive when you initially submit your request



Sample AMPS Request Submitted E-mail

- b. AMPS will also send an e-mail notification to the identified Supervisor and Security Officer as part of the approval process



Sample E-mail to Approvers



- c. AMPS status will be e-mailed to you at each step of the process. The e-mail below is indicating the status of the request as pending a supervisory approval

The Following Represents the Status of Your Pending Request:

Request Detail

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007
Pending Approval Type	Supervisor Request
Date Received for Approval	Thu May 10 09:27:32 EDT 2007

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.

Sample AMPS Request Status E-mail

- d. After the Supervisor and Security Officer have approved the request, an e-mail will be sent to the Data Owner indicating that a request is pending
- e. Following the Data Owner's review and approval, the Information Assurance Officer will be sent an e-mail to perform a final review and approval



IV. Approval Complete

Once all required approvals have been granted, AMPS will send an e-mail to notify you that the role has been approved. At that time, data/DoDAACs will not be linked to your account. Please allow 7 days before contacting the Help Desk if your data does not appear.

The following request has been approved and your access has been granted:

Request Number (SAAR)	15954
Requestor	User, Sample
Request Type	Add Job Role Request
Date Submitted	Thu Nov 10 13:37:59 EST 2011
Date of Approval	Wed Nov 16 09:48:01 EST 2011
Requested Application	DISP
Requested Roles	[DLA Disposition Services Prod EX – RTD Customer DDS-413]

Your EBS access has been provisioned. External Portal users, If you do not have a SmartCard(ie. Common Access Card), please log onto the portal with the same Userid and Password that you use for AMPS. All other users, please contact your Local Help Desk for assistance in obtaining your password. EBS Sustainment users, please contact the BSM Security Help Desk.

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the AMPS Help Desk.

Sample AMPS Request Approved E-mail

V. AMPS Expiry Process

When you request a job role, a default expiration date is set for one year which the Supervisor can change to a shorter period of time. At the completion of the request process (when the role is approved and added), your user ID, the job role requested and the expiration date are added to an expiry record. This record is tracked by AMPS so that 30 days prior to expiration, an expiry task is begun which assigns a SAAR# and sends you a notification email. Follow the instructions in the email to log into AMPS to extend the role or it will expire.